

ALERT

PROPOSED MISSION

- To support the Arizona State Library, Archives and Public Records' Records Management Division in the implementation of an effective electronic records component within the Divisions' existing program.
- To ensure that record keeping systems that store records electronically meet governments' administrative, legal, and fiscal needs, and that records of archival value are preserved.
- To provide input on rules, regulations, policies, procedures, workshops, and literature relating to electronic records management.

TODAY 'S OBJECTIVES

Clarify ALERT's mission.

Describe the business problems which electronic records pose.

Identify steps ALERT can take to address those problems, using the planning project described in the grant proposal as a starting point.

Establish working groups to address those problems.

Formalize membership.

AGENDA

Welcome and Introductions
GladysAnn Wells

Opening Remarks
Betsey Bayless
Arizona Secretary of State

Rick Zelznak
GITA

GladysAnn Wells
Arizona State Library,
Archives & Public Records

The Business Problem Posed by Electronic Records
Todd Sander,
CIO, City of Tucson

Discussion of Work to be Done
Linda Meissner, Moderator

Lunch
Dad's Catering

E-Government
Jeff Hatch-Miller
House of Representatives

Concluding Remarks
GladysAnn Wells

ARIZONA STATE
LIBRARY, ARCHIVES AND
PUBLIC RECORDS

MISSION

- Providing prompt, professional legislative support
- Preserving and documenting Arizona's history
- Providing access to public information
- Promoting statewide collaboration for historical and cultural institutions

RECORDS

MANAGEMENT

DIVISION

MISSION

- To establish standards, procedures and techniques for effective management of the public records of Arizona state and local government.
- To operate a state-of-the-art records center and preservation imaging service.
- To provide consulting, training, and education in records management.

ALERT

Arizona
'Electronic
Records
Taskforce

Kick-off
Meeting
24 May 2001